

NCG Parental Leave Policy



<u>Policy Title</u>	NCG Parental Leave Policy
<u>Policy Category</u>	Compliant
<u>Owner</u>	Director of People and Development
<u>Group Executive Lead</u>	Chief Executive Officer
<u>Date Written</u>	December 2020
<u>Considered By</u>	N/A
<u>Approved By</u>	Executive Board
<u>Date Approved</u>	January 2021
<u>Equality Impact Assessment</u>	The implementation of this policy is not considered to have a negative impact on protected characteristics and an assessment was carried out on December 2020 This policy is available in alternative formats, if required
<u>Freedom of Information</u>	This document will be publically available through the Groups Publication Scheme.
<u>Review Date</u>	December 2022
<u>Policy Summary</u>	The purpose of this policy is to provide colleagues with an understanding of their entitlement and eligibility for Parental leave.

<u>Applicability of Policy</u>	<u>Consultation Undertaken</u>	<u>Applicable To</u>
Carlisle College	Yes	Yes
Group Services	Yes	Yes
Kidderminster College	Yes	Yes
Lewisham College	Yes	Yes
Newcastle College	Yes	Yes
Newcastle Sixth Form College	Yes	Yes
Southwark College	Yes	Yes
West Lancashire College	Yes	Yes

<u>Changes to Earlier Versions</u>	
<u>Previous Approval Date</u>	<u>Summarise Changes Made Here</u>
	New NCG policy incorporating individual College policies into one Group policy, streamlining processes in line with current legislation.

<u>Linked Documents</u>	
<u>Document Title</u>	<u>Relevance</u>
NCG Flexible working Policy	
NCG Sickness Absence Policy	
NCG Non Sickness Absence Policy	



1. Scope and Purpose of Policy

This policy does not form part of Colleague's contract of employment and does not confer any contractual rights. It applies to the above divisions of NCG and colleagues who are employed either on a permanent or temporary basis.

2. Introduction

The purpose of this policy is to provide you with an understanding of your entitlement and eligibility for parental leave.

3. Referral to an alternative policy / procedure

Where a concern relates to long term absence or an underlying health condition, it will be managed in line with the NCG Sickness Absence Policy.

Where absence is due to leave including maternity, paternity, adoption, shared parental and foster leave it will be managed in line with the relevant NCG policy.

Where a concern relates to emergency time off work, it will be managed in line with the NCG Non Sickness Absence Policy.

Where a concern relates to a request to amend a working pattern it will be managed in line with the NCG Flexible working policy.

4. Parental Leave

Colleagues are allowed to take up to 18 weeks' unpaid leave per child up to their 18th birthday. Colleagues cannot take more than four weeks in any one year.

Leave can start once the child is born or adopted, or as soon as twelve months' service has been completed, whichever is the sooner. It should be taken in blocks of one week.

If a child is disabled, parental leave can be taken in days rather than weeks.

5. Parental leave eligibility

To qualify for parental leave colleagues must:

- Be employed by NCG.
- Have 12 months' continuous service.
- Have a child under the age of 18.
- Be named on the child's birth/adoption certificate.
- Have legal parental responsibility for the child.

6. Notification

Colleagues will need to let their manager know in writing that they intend to take leave and give at least 21 days' notice. If a colleague wants to take parental leave straight after the birth or adoption of their child, they should give 21 days' notice before the expected week of childbirth or placement. Colleagues must confirm both the start dates and end dates in their notification and provide a birth / adoption certificate.

Leave can't be delayed if:

- There is no significant risk to the business.
- It's being taken by the father or partner immediately after the birth or adoption of a child.
- It means colleagues would no longer qualify for parental leave, e.g. postponing it until after the child's 18th birthday.

If it's postponed, managers:

- Will write to colleagues explaining why within 7 days of the original request.
- Suggest a new start date - this must be within 6 months of the requested start date.
- Can't change the amount of leave being requested.

Colleagues should complete the notification of parental leave form (appendix A) and submit it to their manager along with the written evidence as outlined above. The manager should submit this information to the NCG Payroll team.

7. Annual leave

Colleagues will continue to accrue their full annual leave entitlement during any period of parental leave including bank /public holidays. All annual leave should be used within the current year.

For teaching colleagues in Newcastle Sixth Form College, any statutory leave accrued during parental leave is offset against periods of College closures.

8. Variations to this policy / procedure

This procedure is intended as an overview of how parental leave is managed, however, it may need to be adapted to suit the needs of each situation.



Appendix A Notification of Parental Leave form

Guidelines for completion

Please read the NCG Parental Leave Policy before completing this form. This form should be completed by colleagues providing at least 21 days' notice of when they intend to take parental leave. Once completed, please submit this to your manager.

Managers should send this form alongside a copy of the birth / adoption certificate to the NCG payroll team at payroll@ncgrp.co.uk.

Section A: Colleague Details

Surname		Forename	
Payroll ID number		Department	

Section B: Parental Leave Information

Start Date	End Date	No. of weeks / days requested

Section C: Previous Parental leave made in regards to the relevant child

Start Date	End Date	No. of weeks / days requested

Section D: Declaration

I recognise that NCG is entitled to make enquiries of all or any of my previous employers in relation to any previous periods of parental leave taken. I also recognise that NCG may postpone the period of leave requested, by up to six months where the leave requested does not coincide with the expected week of my child's birth or adoption and the business would otherwise be unduly disrupted by my absence.

Colleague signature		Date	
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